

CONFIDENTIAL

22 FEB 1982

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O+M 8

MEMORANDUM FOR: Executive Officer, DBS&T
Special Assistant to the DBO
Executive Assistant to the DDI
Executive Officer to the BDA
Administrative Officer, DCI

25X1

FROM: James H. McDonald
Director of Logistics

SUBJECT: Inventory of Agency Television Production
Equipment []

REFERENCE: Multi Adse Memo dtd 20Jan82 fr Ex-Dir,
subj: Coordination of Television
Techniques and Facilities (HR 87-4170;
DDA 82-0020/1/2; OL 2-0334)

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1. Reference has directed that an Agency-wide inventory of television production equipment be taken. The purpose of the inventory is to provide Agency managers a listing of all equipment which might be available within the Agency for shared use, thereby avoiding any unwarranted expenditures and the proliferation of such equipment, and to provide a basis for sharing during heavy demands for this equipment. The Office of Logistics (OL) is responsible for conducting the inventory and consolidating the submissions forwarded to Agency components on an annual basis. []

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2. In view of the above, we request that you inventory television production equipment in your respective directorates. Please use the format in the attachment for your submissions. This need not be typewritten. For the purpose of this inventory, television production equipment is defined as: Any major piece of equipment necessary to produce a finished teleproduction. Such equipment includes cameras, recorders, monitors (audio and video), character generators, wave form monitors and any other equipment on hand that may be used for teleproduction. The survey should not include TV sets used for commercial broadcast receptions, or any equipment located overseas, or used in national programs. Also to be excluded is property used in sensitive DBO and OTS operations, and any foreign TV equipment used by FBIS. []

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OL 2-0626

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**SUBJECT: Inventory of Agency Television Production
Equipment** [redacted]

3. Once we have received your responses, we will resolve any questions, consolidate the information provided and furnish you with a copy of the consolidated listing. Please provide us with the name and telephone number of an individual to serve as point of contact and action officer by 1 March 1982. [redacted]

4. We appreciate your cooperation in this matter, and look forward to receiving your inventory by 1 April 1982. Any questions should be addressed to [redacted] of the Supply Management Branch, Supply Division, OL, who is coordinating the survey. [redacted]

/s/ James H. McDonald

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James H. McDonald**Attachments****Dist:**

Orig - RO/DBS4T, w/att
 1 - SA/DEQ, w/att
 1 - HA/DBL, w/att
 1 - HA/DBA, w/att
 1 - AO/DCI, w/att
 1 - SMB/Chrono, w/att
 1 - SMB/EQUIP&SUP 5-TV, w/att (Off., Subj.)
 1 - OL/PB, w/att
 1 - OL/P&PB, w/att
 ① - OL Files, w/att
 1 - D/L Chrono, w/att

OL/SD/SMB [redacted] (16 February 1982)

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Directorate: _____

Office/Division: _____

Contact Officer: _____

Ext _____

TELEVISION PRODUCTION EQUIPMENT

<u>ITEM DESCRIPTION</u>	<u>MAKE</u>	<u>MODEL</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>LOCATION (RM/BLDG)</u>	<u>*SERVICE CONTRACT</u>
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*Check only if equipment is covered by a service contract.
If checked, please list name of contractor and contract number.

(Classification)